## Section 5.1 OPTIONS MENU
Agency Options
Selection and Definition Tabs

Purpose	This section provides the procedures for agencies to define agency-specific options required by DCDS for validation and reference purposes by using the **Agency Options** window.
Tabs	Selection and Definition
Reminders	**1.** The Agency Options window is accessed through the <u>O</u>ptions, <u>A</u>gency Options and consists of the following tabs:
	■ Selection - Allows user to select specific departments and agencies or all agencies within a department. The Selection tab consists of a Selection Criteria window and Selection List window. Once the appropriate information is selected or entered and the Select button is clicked, the Definition tab is activated, and the data that matches the selection criteria is displayed in the Selection List window. The user then highlights the department(s) to be viewed and clicks on the Definition tab to view the current options or click on the New button to add new option information.
	■ Definition - Allows users to view detail data for the row highlighted in the Selection List window to add, update, or delete agency option information. It also allows an agency to define validation criteria, coding block elements that will appear on the timesheet, crosswalk search sequence, and several other indicators and fields.
	2. If entering agency options for the first time, the first step will be to click the New button. This will display the Definition tab where the appropriate options can be selected. The department and agency fields on the Selection tab are entered when agency options have been defined and are being displayed and/or modified.
References	*No specific references*

Main Menu

To display the Agency Options screen, select the Options, Agency Options menu items from the Menu bar.
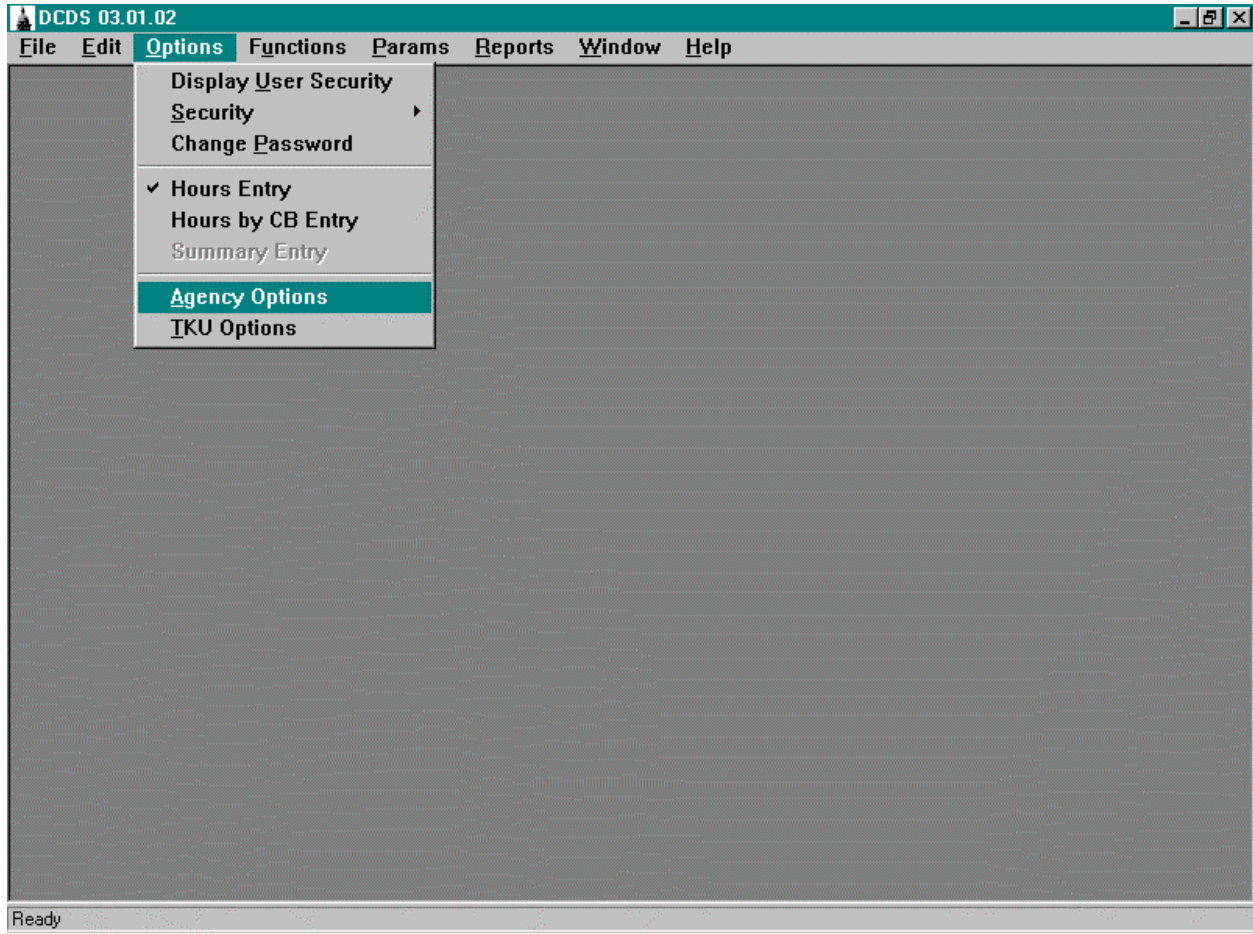
Selection Tab

The following window is displayed when Options, Agency Options is selected from the Menu bar. The steps are described on the following page.

DCDS Input Procedures
Selection Tab (Selection Criteria)

Follow the steps below to select a department or agency number(s) to update agency options.

Step	Field Name	Action
1	Dept	Select the appropriate department number from the dropdown list or enter a department number. If only a department number is entered, click on the Select button (Step 3).
2	Agency	Select the appropriate agency number from the dropdown list or enter an agency number. **Note:** Enter 'AL' as the agency to define an option for the department.
3	Select button	Click on the Select button located in the top right hand corner of the window (or press Alt + L). A list will appear in the Selection List window based on the selection criteria.
4	Selection List window	Highlight the desired department/agency from the selection list.
5	Definition tab	If updating agency options, click on the Definition tab after highlighting a department/agency in the Selection List window. This displays the Agency Options Definition window.

Selection Tab (Selection List)

The following is displayed:

Field Name	Description
N/A	The department and agency code and title is displayed. (There are no field/column titles.)

Definition Tab

The following window is displayed when the Definition tab is selected. The steps are described on the following pages.
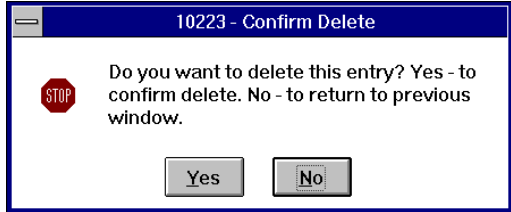
DCDS Input Procedures - Definition Tab

Follow the steps below to define agency options.

Step	Field Name	Action
1	Selection Tab	If defining an agency for the first time, click on the New button (or press Alt + N) located at the bottom of the Selection tab window. This displays the Definition tab with empty data fields so the user can enter the new information.
2	Department	The department number defaults based on the user's security.
3	Agency	The agency number defaults based on the user's security.
4	Show Approved Leave Reqst on Timesheet	Click on the box to have all approved leave and/or overtime requests entered through DCDS automatically post to the Time Entry window used for reporting the employee's time and attendance.
5	Allow Invalid CB Elements on Timesheet	Click on the box to allow invalid coding block elements to be entered with only a warning on the timesheet. By selecting this option, employees will be able to enter codes that may be in the process of being established in R★STARS. If codes are not valid by the time payroll is processed, transactions associated with these codes will be rejected in R★STARS.
6	Coding Block Groups By	Click on a radio button if the agency is setting up coding block groups by Dept/Agy/TKU. **Note:** Organization is no longer available.
7	Timesheet Released By Agy/TKU	Click on a radio button if an agency is setting up timesheets to be released by: ■ Agency – All TKUs would be released for the entire agency at the same time. ■ TKU - Releases individual TKUs one at a time. **Note:** The default is TKU.

Definition Tab (continued)

Step	Field Name	Action
8	Labor Additive Rate	Percentage amount that represents the fringe benefit costs to be charged by the agency in addition to direct labor costs for a project. The amount is agreed upon between the agency and the Federal government.
9	Crosswalk Search Sequence	Select the crosswalk types in the order the system should validate them (i.e., validate the project number first, then the grant, etc.) from the dropdown lists. The crosswalk types are: Grant, Project, TKU, and Coding Block. Agencies can choose them in any order or leave boxes blank.
10	Modified User ID	Displays the User ID of the last person to update the agency option information on this tab.
11	Modified Date	Displays the date and time the agency option information was last updated.
12	Delete button	If deleting all the agency options for the highlighted agency, click on the Delete button located at the bottom of the window (or press Alt + D). The following window will display to verify the entry will be deleted. Click Yes to delete the options selected for the agency, or click No to cancel the action. **10223 - Confirm Delete** STOP Do you want to delete this entry? Yes - to confirm delete. No - to return to previous window. [Yes] [No]
13	Save button	Click on the save button located at the bottom of the window (or press Alt + S) to save the agency options information and make them immediately available for use by the agency.